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OFFICE OF TRAINING

NOTICE
NO. 12-64

22 April 1964

SUBJECT: Installation of Employee's Bulletin Board
at the Broyhill Building

1. A bulletin board has been installed in the lobby of the 7th floor of the Broyhill Building to provide services similar to those of bulletin boards at the Headquarters Building. These services include information on official government drives and notices, employee advertisements on personal items, car pool inquiries, notices of home rental or sale, and recreation news items.

2. PO/TR will be responsible for servicing the board and for keeping it neat and up-to-date.

3. In accordance with Headquarters practices established for employee bulletin boards, it is essential that we adhere to the following rules:

- a. No classified information may be included on any posted material.
- b. Business ads, help wanted requests, and non-Agency employee notices will not be posted on this board.
- c. Employees should prepare their items on 3 X 5 cards, listing first name ONLY and office extension ONLY (never your home phone).
- d. All items must be presented to PO/TR in Room 810 for approval prior to posting. Distribution will be made to Headquarters if desired.
- e. Notices will be removed from the board after 30 days.



MATTHEW BAIRD
Director of Training

STATINTL

Distribution:
OTR - Key 10

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